

User Manual for GOIR

1. Preparatory work: Keep GO text ready on desk top of your computer. Open it and minimize.
2. Visit www.ap.gov.in/goir
 - a. User Name: Enter your Login Name
 - b. Password: Enter your password
 - c. Click Login
3. Click GO Generation on Main Menu
 - a. Department: System will populate itself
 - b. File NO.: Enter File number like A1/468/2007
 - c. Section: Select Section from List
 - d. GO Number: System will generate
 - e. GO Type: Select from List
 - f. GO Date: Current System Date will be indicated by System
 - g. ABSTRACT: Enter Abstract of GO here
 - h. Click Generate GO Number.
 - i. System will generate GO Number and populate in GO Number Field. Note down this GO Number.
4. Maximize GO Text which you kept on Desk Top. Type GO number and GO date at appropriate place in the text. Save and close file as GO Number like GO246.
5. GOIR Application
 - a. Click Browse
 - i. Select the GO File at Desk Top
 - ii. Click Open
 - iii. **Click “Check the Text”.** Please verify that the file selected is the CORRECT file and GO Number and GO date is typed in GO text. If it is correct, go to next step **OTHERWISE** click Browse and REPEAT steps from 5 a(i) to 5 a(iii).
 - b. Click “Click to Continue”
 - c. Confidentiality Level: System will populate Public by itself
 - d. GO Purpose:
 - i. Select New from List if it is a new GO
 - ii. Select Amendment to GO if THIS GO is amending previous GO
 - iii. Select GO Cancellation if THIS GO is Cancelling previous GO
 - iv. By default system will display your department. If GO pertains to other department, Select Department from List
 - v. Select GO Type from List
 - vi. Enter GO Number
 - vii. Enter GO Date

viii. Click Add to add record

Note: There is provision to add multiple records

ix. Click Upload

x. System will Display that GO Added successfully

6. Click Logout to exit application

View GOs:

1. Visit www.ap.gov.in/goir
2. Click View GO/Document on Main Menu
3. Select Government Order Radio Button
 - a. Department: Select Department from List. If no Department is selected, System will display GOs of All Departments
 - b. GO Type: Select GO type from List. If no GO Type is selected, System will display GOs of All Types.
 - c. GO Date: Enter definite Date if you know in DDMMYYYY format (For example 01032007 for 01-03-2007). Otherwise enter Range, From Date To Date. If you keep To Date as Blank, system will display GOs up to Current date.
 - d. Search Text: You can enter Search Text here. System will search for these words in ABSTRACT of GO but not in Text Body of GO.
 - e. Click Search. System will display GO(s) which meets the selected parameters
 - f. System will also display on Right Side Column if this GO is amended or cancelled subsequently
 - g. Click "select" of Relevant GO record to view and print.
4. View GO which amended or cancelled the GO displayed under Point 3(g):
 - a. Right Side Column under Amended/Cancelled BY, Click on YES. System will display all GOs which amended or cancelled the GO displayed under point 3(g). Click relevant GO record to view and print it.
 - b. If you want to know status of THIS GO – whether amended or cancelled, Go to Main menu and Click View GO/Document and search for THIS GO
 - c. Click Logout to exit application